

	<b>Hughesdale Primary School</b>		
	<b>Fundraising Policy</b>		
<b>Ratified at School Council:</b> May 2023	<b>Due for review:</b> May 2027	<b>On website:</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>Authority (Principal):</b> 		<b>Authority (School Council President):</b> 	



**Help for non-English speakers**

If you need help to understand the information in this policy, please contact our Business Manager or an Assistant Principal.

**PURPOSE**

To provide parents/carers and other members of our school community with an overview of Hughesdale Primary School’s approach to fundraising.

**POLICY**

Fundraising is an important way for Hughesdale Primary School to raise money so it can deliver additional learning opportunities and programs for students, and improve school amenities.

School Council welcomes proposals for fundraising from school staff, members of the school community and Parents & Friends, and encourages all members of our school community to be involved in fundraising initiatives.

School Council must approve all school-related fundraising events or activities on behalf of our school.

At the beginning of each school year, School Council will approve any school-related fundraising events or activities for the upcoming year. If it is necessary during the year, the School Council may approve additional fundraising events or activities.

In deciding whether or not to approve particular fundraising events or activities, School Council will act in accordance with legal requirements, any relevant Victorian Department of Education (the department) policy or guideline, and the department’s *Finance manual for Victorian government schools*.

All money raised for the school through fundraising, unless legally otherwise provided for, will be held on trust by School Council for the general or particular purpose for which it was raised.

## **Fundraising for charitable causes**

Hughesdale Primary School, through School Council and the Junior Action Group (JAG), may also decide to fundraise for charitable causes external to the school. In these cases, the Principal is responsible for approving the fundraising activity.

In deciding whether or not to fundraise for a particular charitable cause, the Principal may:

- consider whether the methods used to raise funds for any specific charitable appeal are appropriate
- seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity.

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- available publicly on our school's website
- included in staff handbook/manual
- hard copy available from school administration upon request.

## **FURTHER INFORMATION AND RESOURCES**

The department's [Policy and advisory library \(PAL\)](#):

- Fundraising activities (including fetes)
- Finance manual — financial management for schools

Other:

- [Fundraising Act 1998](#)

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	May 2023
Approved by	School Council
Next scheduled review date	May 2027